

National Aeronautics and Space Administration

Headquarters

Washington, DC 20546-0001



March 14, 2019

Reply to Attn. of: Office of Communications

Ben Welsh
Muckrock News
DEPT MR 68448
411A Highland Ave.
Somerville, MA 02144-2516

REF: 19-HQ-F-00343

Dear Mr. Welsh:

This is in response to your Freedom of Information Act (FOIA) request dated and received at the National Aeronautics and Space Administration's (NASA's) Headquarters FOIA Office on March 4, 2019. Your request was assigned FOIA Case Number 19-HQ-F-00343 and was for:

A copy of any and all style guides that govern how NASA creates and formats information graphics and data visualizations.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In response to your request, a search of the NASA's Office of Communications and the Information and Technology Communication Divisions was conducted using 'style guides and formats information graphics and data visualizations,' as stated in your request as search terms. The search located 188 pages in response to your request.

Please be advised that NASA is decentralized and each NASA Center has its own FOIA Officer. A list of NASA FOIA contacts is available on our website at <https://www.nasa.gov/FOIA/Contacts.html>. Therefore, we are providing you with information for the NASA Headquarters only.

You may submit a new request for the same information from the other NASA centers; however, you will need to state a willingness to pay all processing costs or a portion of the fees. In accordance with the NASA's FOIA Regulation, 14 CFR §1206.508(b), when NASA has reason to believe that a requester or a group of requesters acting in concert is attempting to divide a request into a series of requests on a single subject or related subjects for the purpose of avoiding the assessment of fees, NASA will aggregate any such requests and charge accordingly. NASA will consider that multiple requests made within a 30-day period were so intended and submitted as such to avoid fees, unless there

is evidence to the contrary. NASA will aggregate requests separated by a longer period of time only when there is a reasonable basis for determining that aggregation is warranted in view of all the circumstances involved.

As it relates to your fee status, provisions of the Act allow us to recover a part of the cost of complying with your request. We; therefore, will charge you for records in accordance with the NASA's FOIA regulations as they apply to non-commercial, or "other" requesters. As a non-commercial requester, you are entitled to the first 100 pages, and the first two hours of search time at no cost. We are asking you to review what is currently available on the aforesaid websites to see if the information from these websites satisfies your request. If you still wish to pursue your FOIA request, we ask that you provide more supporting information regarding the records you seek in order to help us locate responsive records and to optimize your receipt of 100 pages of responsive records.

In accordance with the NASA's FOIA Regulation, fees are under \$50.00, and are not being charged in accordance with 14 CFR § 1206.503(c). If you have further questions, please feel free to contact me at hq-foia@nasa.gov or (202) 358-2462, or to discuss any aspect of your request you may contact NASA's Chief FOIA Public Liaison, Ms. Nikki Gramian at (202) 358-0625.

Sincerely,



Josephine Sibley
Headquarters
FOIA Public Liaison Officer

Enclosures